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24 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report  
20 - 24 April 1970

A. MANAGEMENT TRAINING

1. GENERAL

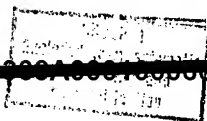
a. On 21 April [REDACTED] attended a two hour meeting of building and floor wardens to hear a lecture by a Department of Treasury official on the subject of bombs and bomb threats. It was a most informative meeting. In addition to describing in detail the various types of bombs and methodology and personality of the bombers, Mr. Morgan concluded that about the only thing we can do to thwart bomb attempts is to follow our physical security program carefully and be alert and ever watchful. The fire alarm will be the signal used in case of a bomb threat and current procedures for evacuation of the building (or part thereof) will be followed.

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b. We have been informed by a member of the Building Services Division in Headquarters Building, that efforts are continuing toward procurement of the "Buffington" space on the 6th floor of the Magazine Building for use by MTF. There was a meeting on 21 April in [REDACTED] office, during which it was disclosed that Bob plans to use the Buffington space for part of his own staff. The Building Services Division is now attempting to locate alternate space for Bob. If they are successful in locating suitable space for him, it would appear that the way would be clear for us to get the Buffington space at long last. We were invited to call Building Services Division periodically for progress reports.

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- c. The "Supervisory Skills Series," a supervisory training course using the Programmed Instruction approach, and produced by the Sterling Institute, has been reviewed for possible utilization by the MTF. It covers essentially the same material we now cover in our presently constituted course, except for the segment on effective writing. We do not see any benefit in adopting this "package" at this time, even though we believe it is of good quality and is well done. We estimate the cost to train 125 individuals per year using all ten units of the series would be in the neighborhood of \$25,000. Re-supply costs thereafter would be \$17 per man per unit.

2. MEDC

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- a. The Scientific and Technological Directorate has had to withdraw [REDACTED] of FMSAC from the next course running as a result of a serious accident that befell the latter's son. Since the S&T Directorate has no alternate candidate, the Intelligence Directorate has been asked to submit its first alternate candidate -- [REDACTED] of OSR. Grid work materials and other essential course information have been sent to [REDACTED]. As a result of the above change, the lineup of the 34 Midcareerists in the next course will be: 8 each for the Intelligence Directorate and Support Services, 15 for the Clandestine Service, 2 for the S&T Directorate, and 1 for the Office of the Director.

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- b. Letters containing routine information about our next MEDC itinerary, ETD, ETA, and student body have been sent to all the locations to be visited during the 7 - 11 June 1970 Field Trip: NASA at Cape Kennedy; NORAD Headquarters at Colorado Springs; and Warren Air Force Base at Cheyenne, Wyoming.

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3. SMS(P)

Following cancellation of the 10 - 15 May running of the Senior Management Seminar (Planning), we have notified all of the senior training officers that the course has been cancelled and the reason therefor. We also informed them that any students already registered will be insured of enrollment for the 21 - 26 June running of the SMS(P). We have also called our consultant, [REDACTED] to inform him of the cancellation. The Instructional Services Staff will routinely notify all students of the cancellation through their training officers.

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B. ADMINISTRATIVE TRAINING

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1. GENERAL

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a. In addition to [REDACTED] sponsored [REDACTED] Course, a new course, LAOS Orientation and Operations Course, will be given this spring. [REDACTED] of SUS/AT has been requested to make his presentation on finance for the new course.

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b. [REDACTED] of the Office of Finance, will be assigned temporarily to SUS/AT, providing an instructional transition between [REDACTED] departure and the EOD of a permanent replacement.

2. CLERICAL TRAINING

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Typing training for NPIC personnel will commence at NPIC on 20 April for approximately four weeks. If additional time is needed Clerical Training Faculty is prepared to provide an additional one or two weeks. It will be held 0900 to 1000 each day in [REDACTED] Electric typewriters for students will be loaned from CTF. [REDACTED] will administer and instruct in this course.

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3. SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

The Support Services Review: Trends and Highlights course expects to have 12 to 15 women enrolled and looks forward to a new presentation by the engineers of the Office of Security on the subjects of "Countermeasures".



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Chief, Support School  
Office of Training

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C/SUS/TR: [REDACTED]:jmd/3356(24 Apr 70)

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